



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

March 11, 2008

TO: **Agency Fiscal Officers & CAPP Manual Users**

FROM: Michael E. Rider, EDP

SUBJECT: **Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No.90 / CARS**

Introduction

This Update contains one **Cash Disbursements Accounting** topic as follows:

► **Topic No. 20345 — Moving and Relocation**

Although no significant changes are included, the Policy along with the *Moving and Relocation Form* are revised to be in agreement with current IRS regulation and clarification is made that only full-time employees are eligible for M & R reimbursement.

Further, the topic reinforces that common carrier transportation bid requirements require the employee to consult with the procurement department of the employing agency.

This version is in the *Information Mapping* format adopted for the CAPP Manual; as such, the page length is increased. No revision change bars are included due to the extensive reformatting.

Status Summary Sheet

An updated *Status Summary Sheet* is shown at our web site displays the following for each *CAPP Manual* topic:

- Number and Title
 - Page Length
 - Latest Revision Date
-

Recent Updates

- Update 90 (CARS)—included here
- Update 89 (CARS)
- Update 88 (CARS)

MEMORANDUM

March 11, 2008


Page 2

**DOA's CAPP
Manual Contact**

Michael Rider, EDP

Electronic Publishing Manager

 michael.rider@doa.virginia.gov

 (804) 225-3051

(capp memo 90.doc)